

TRAVEL OREGON COMPETITIVE MEDIUM GRANTS PROGRAM APPLICATION QUESTIONS

This document provides you with the questions that will be asked in the Travel Oregon Competitive Medium Grants Program application. **DO NOT use this document as your application.** Final applications must be completed ONLINE through Travel Oregon's grant project management platform. The online application will open April 23, 2018.

Online Application Login Creation

- Entity Name:
- Entity Federal Tax Identification Number:
- Entity Mailing Address:
- Entity Phone Number:
- Grant Application Contact Name:
- Grant Application Contact Email Address:
- Grant Application Contact Phone Number:

Overview

- I have read the [final Grant Guidelines](#) posted on April 20, 2018
- Grant Amount Requested:
- Total Project Cost:
- Project Name:

If Grant Project Contact is different from the Application Contact*

- *Grant Project Contact Name:
- *Grant Project Contact Email Address:
- *Grant Project Contact Phone Number:

- Select tourism region(s) your grant project impacts:
 - Central
 - Coast
 - Eastern
 - Mt. Hood/Gorge
 - Greater Portland
 - Southern Oregon
 - Willamette Valley
 - Statewide
- Select which of Travel Oregon’s Key Initiatives your project aligns with:
 1. Maximize the economic return on public and private investments in Oregon
 2. Drive year-round destination-oriented travel from Oregon’s key domestic and international markets by aligning and optimizing local opportunities
 3. Develop destination-based products that are in concert with Oregon’s natural environment, support the stewardship of the state’s resources and its rich history
 4. Provide strategic industry professional development and training opportunities

NARRATIVE QUESTIONS | Overview

There is a 400-word maximum for each question response.

ORGANIZATION

- Describe how the applying entity is governed (include leadership structure and any relevant experiences in the area for which funds are sought).

PROJECT

- Describe the project for which funding is requested (details should include the primary goals and objectives of your project).
- Describe the need for your project.
- What is your long-term plan for your project?
- How will you measure the success of your project, in the short-term and in the long-term? Be as specific as possible.
- Describe how this project *complements and is consistent with* your community and/or region’s current local objectives.
- Demonstrate how this project has the *support and involvement* of the community.

- List any partners, sponsors, volunteers and their contributions and/or activities. (Support letters from these partners will also enhance your application.)
- In what ways does this project show potential to generate significant regional and/or local impact?

REQUIRED SUPPORTING DOCUMENTS

(Note: all support letters must be combined into a single document to upload)

- Entity's Federal W-9 Form
- Grant Budget: [Use the grant budget template provided](#)
- Grant Timeline: Project timeline, including benchmark dates outlined in the Grants Guidelines and approximate grant project planning meeting dates, project benchmarks, etc.
- Minimum of two Support Letters
- Matching Funds Letters: Provide a letter or signed statement of financial commitment for the matching funds from each contributing partners
- Financials: Board-approved "Profit & Loss" statement, "Balance Sheet" from most recently completed fiscal year and proof of Federal Tax ID (IRS tax exempt determination letter).
- Signage Documentation: If your grant project involves signage of any kind, you are required to gather and submit letters from all required local, regional or state sign authorities involved demonstrating approval to place signage on their land/property during the timeframe of the grant
- Distribution Plan: If producing collateral you must describe your distribution plan, including budgeted costs
- Construction Permitting: If your grant project involves infrastructure development/construction you must include plan drawings and approval from permitting authorities if required locally